

Plaintiff(s): (Name [first, middle, last], Address, City, State, Zip)

☐ See attached for additional plaintiffs.☐ Amended

-VS-

To: Defendant(s) : (Name [first, middle, last], Address, City, State, Zip)

☐ See attached for additional defendants.**Electronic Filing Summons
Small Claims**

Case No. _____

- ☐ Claim for money (\$10,000 or less) 31001
☐ Tort/Personal injury (\$5,000 or less) 31010
☐ Return of property (replevin) 31003
☐ Eviction 31004
☐ Eviction due to foreclosure 31002
☐ Arbitration award 31006
☐ Return of earnest money 31008

If you require reasonable accommodations due to a disability to participate in the court process, please call _____ at least 10 working days prior to the scheduled court date. Please note that the court does not provide transportation.

SUMMONS**To the Defendant(s):**

You are being sued as described on the attached complaint. If you wish to dispute this matter:

- ☐ You must appear at the time and place stated.
- ☐ You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated.

If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.

When to Appear/File an Answer

Date	Time
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Place to Appear/File an Answer

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Clerk/Attorney Signature

Date Summons Issued

Date Summons Mailed

The Summons and Complaint must be served together on each defendant.